

# TAIPEI EUROPEAN SCHOOL

SCHEME OF WORK			
<b>YEAR:</b> 8		<b>UNIT:</b> ICT	<b>TEACHER:</b> Jon Marshall/Jeff Evans
<b>DAY:</b> Friday <b>DATES:</b>		<b>PERIOD:</b> 5 & 6 (currently Maths)	<b>ROOMS:</b> TBA
<b>AIMS:</b> This will help the student to: <ul style="list-style-type: none"> <li>Identify good and bad presentation techniques</li> <li>Create effective looking presentations with multimedia content</li> <li>Understand reasons for using spreadsheets</li> <li>Use spreadsheets and advanced functions</li> <li>To combine spreadsheet graphs into word documents and presentation</li> </ul>			
<b>OBJECTIVES:</b> The student will demonstrate their ICT skills by: <ul style="list-style-type: none"> <li>Creating an organised folder structure</li> <li>Creating an effective presentation on a relevant subject</li> <li>Creating a well formatted spreadsheet using advanced functions</li> <li>Producing a word document/presentation with dynamic spreadsheet data/graph</li> </ul>			
WEEK	THEORY	PRACTICAL	RESOURCES
1	Presentation theory Types of software Good and bad presentations – colour schemes Adding slides Master slides Page transitions Animation schemes	Research suitable materials from the Internet using advanced search techniques. Find online templates for MS PowerPoint, look at using themes included with PowerPoint. Create a subject related presentation which includes: <ul style="list-style-type: none"> <li>Master slide</li> <li>Slide transitions</li> <li>Animations</li> <li>Text boxes</li> <li>Images</li> <li>Graphs</li> </ul> <b>Homework:</b> add content to presentation	PC's with Internet & MS Office
2	Presentation continued... Embedding sound Embedding video Effective presentation techniques	Continue with presentation. Adding multimedia (sound, video) Include interactions. Save as an executable file. Save as different file formats, including a web page.	As above Microphones

		<b>Homework:</b> finish off presentation	
3	Spreadsheets: Uses of spreadsheets - comparison to conventional methods of book keeping Formatting pages – fonts, backgrounds, borders etc. Simple formulae Cell referencing (absolute & relative)	Create a subject related spreadsheet that includes formatting of cells, including: <ul style="list-style-type: none"> <li>• Adding images</li> <li>• Protecting cells</li> <li>• Conditional formatting</li> <li>• Data entry tables</li> </ul> <b>Homework:</b> finish adding data to the spreadsheet	PC's with Internet & MS Office
4	Spreadsheets continued Creating graphs Using spreadsheet functions SUM, AVERAGE, LOOKUP etc	Continue with creating a subject related spreadsheet that includes more advanced features of spreadsheets. <b>Homework:</b> complete subject related spreadsheet project.	As above
5	Combining information: <ul style="list-style-type: none"> <li>• Incorporating spreadsheets/graphs into presentations</li> </ul> Incorporating spreadsheets/graphs into word processed documents	Using spreadsheets in presentations and word processing. Linking graphs as dynamic objects. <b>Homework:</b> Complete the linking of dynamic spreadsheet graph to presentation and word processed document.	As above
1	Testing KS3 ICT skills at levels 4, 5 & 6	Students to log into the website at URL: <a href="http://www.yacapaca.com">http://www.yacapaca.com</a> and complete the tests in the time allocated	PC's with MS Internet explorer with Macromedia (Adobe) Flash * Shockwave plugin. Students will need to be given an enrolment key.
2	Advanced Spreadsheets <ul style="list-style-type: none"> <li>• Using functions (IF, AVERAGE, MIN, MAX, COUNT)</li> <li>• Lookup functions</li> <li>• Dates (subtracting/adding)</li> </ul>	Exercises from Chapter 6 Advanced spreadsheet features  To reduce time wasted in the class the data will be inputted into the spreadsheet beforehand for the students to use.	PC's with MS Office and class set of books: Information Systems for you - Skills builder Office XP version (Stephen Doyle)
3	Advanced Spreadsheets <ul style="list-style-type: none"> <li>• IF</li> <li>• AND</li> <li>• Comments</li> <li>• Data validation</li> </ul>	Chapter 6 Advanced spreadsheet features	As above
4	Advanced Spreadsheets <ul style="list-style-type: none"> <li>• Pie charts</li> <li>• Bar charts</li> <li>• Line</li> </ul>	Chapter 7 Displaying your data pictorially	As above

	<ul style="list-style-type: none"> <li>• Labels, axis, legends</li> </ul>		
5	<p>Word processing:</p> <ul style="list-style-type: none"> <li>• Opening &amp; saving files;</li> <li>• Page layouts;</li> <li>• Fonts and headings;</li> <li>• Bulleted lists;</li> <li>• Spelling &amp; grammar checking;</li> <li>• Tables;</li> <li>• Inserting images;</li> <li>• Text boxes;</li> <li>• Borders &amp; shading;</li> </ul> <p>Printing;</p>	<p>Look at a variety of posters advertising different items. Analyse which are the best posters and why.</p> <p>Create a subject related poster that includes these skills and incorporates images, font styles, correct spelling etc.  <b>Homework:</b> Continue working on poster</p>	<p>PC  Word processing software e.g. MS Word.</p>
6	<p>Word processing continued.  Saving Word documents as different file formats, including rtf and as a webpage.</p>	<p>Continue with creating poster.  Print-off and as a group grade the posters, look at which are the best and discuss the reasons why they are good.  <b>Homework:</b> Create a webpage from the poster.</p>	<p>As above</p>